Maine State Employees Training Completion Form

INSTRUCTIONS

Employees should print this form within 5 days of completing non-catalog training (these are learning events with non-State responsibility for enrollments, such as a university or external conference). Fill out all pertinent information and give to your manager for signature.

Employee Name	
Learning Experience (LE) Title	
Learning Experience Beginning and End Dates	
Level (Introductory, Intermediate, Advanced, Expert, G	Graduate, N/A)
Vendor Delivering Training	,
Training Location	
Training LocationNumber of Credits, CPEs, CPUs, Hours, etc	
Grade	
Grade Tuition Fee Paid By Agency \$	<u>_</u>
Area of Training: (See Definitions)	_
Did and a man a man a manufacture of this LEO A/	(A.D.
Did you receive a degree upon completing this LE? (Y	/N)
Degree Date Attained	
Did you receive certification upon completing this LE?	(V/N)
Certificate Date Attained	
Certificate Expiration Date Bate Attained	
Octimodic Expiration Date	
Employee Signature	Date
Bureau/Division	
Authorized Signature	Date
For Paragnal Office Llag On	N. C.
For Personnel Office Use Or Entered in Training Management System	шу
Date:	
Initials:	
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